

JOB DESCRIPTION

Adams County, Wisconsin

JOB TITLE: SOLID WASTE SECRETARY/SCALE CLERK

STATUS: FULL TIME, NON-EXEMPT (LOCAL 1168 - GROUP 5, PA III)

DEPARTMENT: SOLID WASTE

SUPERVISOR: SOLID WASTE DIRECTOR/ RECYCLING COORDINATOR AND
OFFICE SUPERVISOR

GENERAL DESCRIPTION:

Responsible for the daily scale operations, routing, customer service, and general receptionist duties.

JOB DUTIES:

The following duties are illustrative, and the person holding this position may be required to perform other duties of a similar nature or otherwise related to the position.

1. Monitor and weigh incoming and outgoing loads.
2. Inspect incoming loads to ensure proper procedures are followed for off-loading.
3. Perform general maintenance and minor repair to the scale and computerized scale system.
4. Perform dispatch function to notify drivers of customer special needs or route changes.
5. Opens and close daily scale & office operations, including cash drawer reconciliation, computer back-ups, daily reports, etc.
6. Maintain and update account information and files. Prepare and print reports from the computerized scale system and from other data.
7. Prepare and mail monthly billing statements. Receive and post payments to accounts and make change.
8. Prepare bank deposits when necessary.
9. Prepare purchase orders for payment.

10. Provide information and explain site rules to customers both in person and by phone. Field complaints and attempt to resolve disputes as they arise.
11. Performs general secretarial, clerical, and dispatch duties including, but not limited to open and distribute mail, file, type, hand out educational materials, maintain and update driver routes, pick up/drop off parts, mail or deposits when necessary.
12. Assign work to office Huber inmate when department head and supervisor are not present.
13. Other duties as assigned.

REQUIRED QUALIFICATIONS:

1. High School Diploma or equivalent.
2. At least two (2) years clerical or office experience, with bookkeeping experience highly recommended.
3. Knowledge of general bookkeeping principles.
4. Knowledge of general office procedures and filing methods.
5. Experience with a personal computer including current Windows, Word Processing, Excel, and other Microsoft products.
6. Ability to type a minimum of 40 words per minute.
7. Ability to read maps and determine the most efficient route for drivers.
8. Ability to prioritize multiple tasks and work independently.
9. Ability to learn and perform standard procedures required for scale operation.
10. Effective and professional verbal and written communication skills required.
11. Ability to establish and maintain effective working relationships with the public and co-workers.
12. Ability to perform general maintenance and repair to the scale and other office equipment.
13. Must have a valid Wisconsin Driver's License or available transportation.
14. This position may require an individual to work overtime, weekend and holiday hours.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

1. Applicant must be able to use:
 - Personal Computer
 - Telephone
 - Calculator
 - Copier
 - Fax Machine
 - Microsoft Software Products
 - Computerized Scale System Software
2. Lifting 50 pounds maximum with occasional lifting and/or carrying of objects such as books, files, and small equipment and tools.
3. This is a sedentary job and individual must have the ability to sit for prolonged periods of time.
4. Ability to inspect loads from all angles and climb ladders.
5. Ability to use hand(s) for grasping and fine manipulation.
6. Ability to distinguish sounds at various frequencies and volumes.
7. Ability to distinguish people or objects at varied distances under a variety of light conditions.
8. Exposure to blood borne pathogens is considered high.

Approved by the Executive Committee this 12th day of April, 2010.
